

Essentials of a Good Volunteer Application

- ☐ Contact information, including an email address
- ☐ Birth date and social security number (SS# is important if a background check or credit check is necessary)
- ☐ Emergency contact; relationship of the contact, address and phone #
- ☐ Previous work or volunteer experience
- ☐ Highest education level reached
- ☐ Language(s) spoken
- ☐ Physical limitations
- ☐ Current Employer
- ☐ Other organizations where applicant has volunteered
- ☐ Description of training or experience that may be pertinent to the volunteer position desired.
- ☐ Statement of and description of prior criminal convictions or offenses
- ☐ Certifications such as First Aid and CPR with dates of certification and expiration dates.
- ☐ Valid driver's license #
- ☐ References: One or more personal references with contact information; and one or more professional or work-related references with supervisor's name and contact information
- ☐ Skills checklist (list skills needed in organization's volunteer positions such as computer, tutoring, clerical skills, phone calling, teaching, supervision, etc.)
- ☐ Preferred volunteer areas (list typical volunteer positions that applicant can check if interested)
- ☐ Reason for volunteering
- ☐ How did you hear about us?
- ☐ Hours and days available for volunteer work
- ☐ Include any disclaimers from organization. For instance, you could include a fair and equal opportunity statement and a list of requirements for volunteers such as reference check, interview, trial period, and required training.
- ☐ Signature of applicant and date of signature.